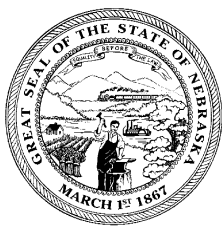


# Nebraska Library Commission



## Talking Book & Braille Service

[www.nlc.nebraska.gov/tbbs](http://www.nlc.nebraska.gov/tbbs)

The Atrium • 1200 N St • Suite 120 • Lincoln NE 68508-2023

402-471-4038 • 800-742-7691 • [nlc.readadv@nebraska.gov](mailto:nlc.readadv@nebraska.gov)

## Application for Free Talking Book Service–Facility

**Notice:** Records relating to recipients of Library of Congress reading material are confidential.

**Please print or type.**

**Name of Facility** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Street Address** \_\_\_\_\_ **City** \_\_\_\_\_

**County** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP Code** \_\_\_\_\_

**Staff member designated to be responsible for talking book service:**

**Name** \_\_\_\_\_

**Title** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**Number of persons** unable to read or use standard print material who will be using books and/or magazines:      talking book readers \_\_\_\_\_      braille readers \_\_\_\_\_

### Certification of Eligibility

This portion of the application must be completed by a "competent authority" prior to submission. See instructions, page 2; and *Eligibility Criteria*, Item B, page 5.

**I certify** that the facility named serves persons who are unable to read or use standard printed material because of blindness, visual impairment, or physical limitations. I further certify that the reading materials and equipment borrowed will be used by such persons only.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Original Signature Required*

**Name** \_\_\_\_\_

**Title/Occupation** \_\_\_\_\_

**Street Address** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **ZIP Code** \_\_\_\_\_



## Schools

Certifying authority for this form must be a professional staff member with supervisory responsibility over the teacher in whose classroom the talking books will be used. Examples include a school principal or superintendent, the supervisor of special education, or a resource teacher if that teacher has responsibility over more than one school.

*An Application for Free Talking Book Service—Individual* must be completed accurately and in its entirety for each student who will be using talking books within the certified classroom (if currently on file for a student, no new form need be submitted).

Schools must also complete a student registration memorandum each school year. Copies of the memorandum are sent to schools yearly and are available upon request.

## Health Care Facilities

Certifying authority for this form must be a professional staff member with supervisory responsibility over the individual designated as in-house contact for talking book service. Examples include a facility administrator or director or the supervisor over an activity director.

## Applicant Agreement

Playback equipment and accessories are supplied to eligible facilities on extended loan. If this equipment is not being used in conjunction with recorded reading material provided by the Library of Congress and its cooperating libraries, it must be returned to the issuing agency.

It is the responsibility of the facility to

1. Be an active borrower of books or magazines from the Nebraska Library Commission Talking Book & Braille Service in Lincoln, Nebraska.
2. Return books within six weeks of their receipt.
3. Take good care of library materials and equipment.
4. Notify the Talking Book & Braille Service of changes in your facility's address or telephone number.
5. Return library materials and machines to the Talking Book & Braille Service when they are no longer being used.

☐ I understand the above responsibilities and agree to follow them. I also understand that these responsibilities do not supercede the stipulations found in the Loan Policy of the Talking Book & Braille Service.

Signature of staff member designated on page 1: \_\_\_\_\_

## Books and Equipment

From this list of items and services, please check those you wish to receive:

- ☐ Books recorded on digital cartridge with specialized digital player
- ☐ Braille and/or audio downloads (BARD)
- ☐ Books recorded on audio cassette with specialized cassette player
- ☐ Magazines recorded on audio cassette
- ☐ Braille books and/or magazines
- ☐ Music instruction materials (DOES NOT include music for recreational listening)
- ☐ headphones      **Only** for readers who must use talking books in circumstances where loudspeakers are not permitted.
- ☐ headphone amplifier      **Only** for hearing impaired readers. **An additional form must be signed by physician or audiologist.**
- ☐ extension levers      **Only** for audio cassette players. Assists readers with limited use of their hands to operate controls.
- ☐ breath switch      **Only** for audio cassette players.
- ☐ remote control      **Only** for audio cassette players. **Requires an additional form.**

## Book Selection

- ☐ **Send only the books I request**—you will receive catalogs. DO NOT check subject areas listed on pages 4 and 5.
- ☐ **Select books for me** in the subject areas I have checked on pages 4 and 5.

**Exclusions:** Please check if you **object** to:

- ☐ descriptions of sex      ☐ descriptions of violence
- ☐ strong language      ☐ long books

**Reading Level:** Please check preferred reading level. You may check more than one.

- ☐ adult      ☐ young adult
- ☐ grades 4th - 6th      ☐ grades 1st - 3rd      ☐ pre-school - kindergarten

**Language:** To receive books in languages other than English, list alternate languages.

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## Book Subjects

- ☐ Indians of North America
- ☐ Inspirational Nonfiction
- ☐ Minorities

## Mysteries -

- ☐ American      ☐ Foreign
- ☐ Cozy/Humorous      ☐ Detective
- ☐ True Crime/Criminals

- ## Personal Development -

- ☐ Interpersonal Relations
- ☐ Life Skills
- ☐ Self-Actualization
- ☐ Stress Management

- ## Politics and Government -

☐ American      ☐ Foreign

- ☐ Psychiatry and Psychology
- ☐ Ranch and Farm Life
- ☐ Religion

## Romance -

- ☐ American
  - ☐ Foreign
  - ☐ Gothic
  - ☐ Harlequin
  - ☐ Historical
  - ☐ Regency

- ☐ Science \_\_\_\_\_
- ☐ Science Fiction
- ☐ Sports

- ☐ Science Fiction
- ☐ Sports

☐ Spy Fiction

Travel -

☐ American ☐ Foreign

War Fiction -

☐ Revolutionary ☐ Civil

☐ WWI ☐ WWII

☐ Korea ☐ Vietnam

☐ Other \_\_\_\_\_

War Nonfiction and Biography -

☐ Revolutionary ☐ Civil

☐ WWI ☐ WWII

☐ Korea ☐ Vietnam

☐ Other \_\_\_\_\_

☐ Westerns

☐ Other favorite authors or subjects

## Eligibility of Blind and Other Physically Handicapped Persons for Loan of Library Materials

**A.** The following persons are eligible for service:

**1.** Blind persons whose visual acuity, as determined by competent authority\*, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends an angular distance no greater than 20 degrees.

**2.** Other physically handicapped persons are eligible as follows:

**(a)** Persons whose visual disability, with correction and regardless of optical measurement, is certified by competent authority\* as preventing the reading of standard printed material.

**(b)** Persons certified by competent authority\* as unable to read or unable to use standard printed material as a result of physical limitations.

**(c)** Persons certified by competent authority\* as having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner.

**\* Family members may NOT serve as "competent authority."**

**B.** Certifying Authority

**1.** In cases of blindness, visual disability, or physical limitations, "competent authority" is defined to include doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; nurse practitioners, physician assistants, therapists; professional staff of hospitals, institutions, and public or welfare agencies (e.g., social workers, case workers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress.\*

**2.** In the case of reading disability from organic dysfunction, competent authority\* is defined as doctors of medicine or osteopathy who may consult with colleagues in associated disciplines.

**C.** Residency

Eligible readers must be residents of the United States, including the several states, territories, insular possessions, and the District of Columbia; or American citizens domiciled abroad.

## Lending of Material and Classes of Borrowers

**A. Veterans.** In the lending of books, recordings, reproducers, musical scores, instructional texts, and other specialized materials, preference shall be given at all times to the needs of the blind and other physically handicapped persons who have been honorably discharged from the armed forces of the United States.

**B. Institutions.** The reading materials and sound reproducers for the use of blind and physically handicapped persons may be loaned to individuals who qualify, to institutions such as nursing homes and hospitals, and to schools for the blind or physically handicapped for the use of such persons only. The reading materials and sound reproducers may also be used in public or private schools where handicapped students are enrolled; however, the students in public or private schools must be certified as eligible on an individual basis and must be the direct and only recipients of the materials and equipment.

## Services from Other State Agencies

If you would like us to forward your name to other state agencies, please check below and sign.

☐ **Nebraska Commission for the Blind & Visually Impaired** - training to assist blind or visually impaired individuals carrying on ordinary social, recreational, domestic, or work activities.

☐ **Division of Rehabilitation Services** - vocational counseling, physical restoration, training, and placement for anyone with a disability which is severe enough to be a vocational handicap.

Signature \_\_\_\_\_

## Help Us Evaluate Our Promotion Strategies

How did you learn about the Nebraska Library Commission Talking Book & Braille Service?

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> physician                                 | <input type="checkbox"/> public library   | <input type="checkbox"/> newspaper                      |
| <input type="checkbox"/> eye care professional                     | <input type="checkbox"/> school system  | <input type="checkbox"/> radio                          |
| <input type="checkbox"/> another talking book<br>or braille reader | <input type="checkbox"/> state or local agency<br>on aging                        | <input type="checkbox"/> television                     |
| <input type="checkbox"/> diabetes educator                         | <input type="checkbox"/> health fair  | <input type="checkbox"/> website or blog                |
| <input type="checkbox"/> congregational worker<br>or clergy member | <input type="checkbox"/> Nebraska Commission for<br>the Blind & Visually Impaired | <input type="checkbox"/> other; please specify<br>_____ |